

**CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT (DSD) RESIDENTIAL  
BUILDING CONTRACTOR REGISTRATION**

For New Residential Construction, Alterations or Remodeling of Existing Homes Involving Structural Work,  
Additions to Residential Structures, Foundation Repairs or Detached Accessory Buildings greater than 400  
square feet

**All applicants for a new registration or renewal of registration must submit a complete & notarized application, and attach the items listed below:**

**All new and renewing applicants must attach a “Request for Information Form” from the Chief of Police.**

- Take the original “Request for Information Form” to the Chief of Police of the Public Safety Headquarters Department at 315 S. Santa Rosa, San Antonio, Texas for processing.
- Pay the \$25.00 processing fee at SAPD (effective October 1<sup>st</sup>, 2009)
- Attach the completed SAPD request for information form to the residential building contractor registration application.

**Authorized Agents – If any person(s) other than registration holder are going to obtain permits under the registration number assigned as part of this application, then attach:**

- Submit a letter of authorization on company letterhead, listing the individual(s) authorized to act as an agent of the registration holder. In absence of a company letterhead a notarized letter may be submitted. All letters must be signed by the registration holder. Changes in the list of individuals authorized as agents of the registration holder must be resubmitted in a letter to PDSD.
- A current home builder **or** current home improvement registration **or** a Texas driver’s license must be presented when applying for a permit.

**Initial registration fee:** \$170.00 for two years; **Registration renewal fee:** \$170.00 every two years.

**Proof of Insurance:** Provide Certificate of Liability Insurance showing valid coverage for the date of the application, with proof of coverage for a minimum of one year from an insurance company authorized to do business in the state of Texas. For new registrations, the certificate must be brought in person to the Planning and Development Services front counter; address listed below. Certificates of Liability Insurance must also be provided when insurance is renewed and may be submitted in person to PDSD offices, faxed to 210-207-0102, or e-mailed to [dsdlicense@sanantonio.gov](mailto:dsdlicense@sanantonio.gov). Certificate of Liability Insurance that expires during the two year registration period without re-submittal of new certificates showing proof of continued insurance will result in a hold on the contractor/builder regarding pulling of new permits.

On the Certificate of Liability Insurance the Certificate Holder must state the following:

City of San Antonio  
1901 South Alamo  
San Antonio, Texas 78204

On the Certificate of Liability Insurance the Insured must list the DBA name and businesses address that matches the business name and business address on the residential building contractor registration application.

The following type and limits of liability are required as minimums:

\$400,000 per occurrence (combined for property damage and bodily injury)  
\$1,000,000 aggregate (total amount the policy will pay for property damage and bodily injury)  
\$400,000 aggregate for products and completed operations

**For additional information** contact customer service at (210) 207-1111.

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**OFFICE USE ONLY**

**RESIDENTIAL BUILDING CONTRACTOR REGISTRATION CHECK LIST**

(This Form to be Submitted with the Completed Application)

\_\_\_\_\_ **Complete notarized application.**

\_\_\_\_\_ **Request for Information Form completed by the San Antonio Police Department.** \*\*background check must have the applicant's name\*\*

\_\_\_\_\_ **Proof of Insurance.** Certificate of Liability Insurance \*\* Certificate Holder must be made out to City of San Antonio, the Insured must match the application DBA and address, policy affective the date of the application, policy coverage for one-year, and in the correct minimum liability\*\*

\_\_\_\_\_ **Fee.** \*\*\$170.00 for a two year period\*\*

\_\_\_\_\_ **Letter with list of any Authorized Agents for the Registration Holder.** \*\*Company letterhead or notarized\*\*

**Comments:**

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Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

**CITY OF SAN ANTONIO  
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**APPLICATION**

This is to certify that I, \_\_\_\_\_, hereby apply to the city of San Antonio for a Residential Building Contractor's Registration. I will comply with the provision of the Residential Building Contractor's Registration ordinance passed on October 1, 2009 and any amendments thereto. I acknowledge that noncompliance of this ordinance may cause revocation of my residential building contractor's registration. I further understand that it is my responsibility as the registration holder to obtain all proper building permits required for jobs performed by myself or any authorized agent of my company under this registration. I will inform the homeowner of the city's requirement to secure permits and call for inspections.

Registration Type (Check one)    Initial Registration \_\_\_\_\_ Renewal Registration \_\_\_\_\_

Registration Holder Type (Check one)    Individual \_\_\_\_\_ Firm \_\_\_\_\_ Corporate \_\_\_\_\_

Current City Registration/License # (if applicable)    \_\_\_\_\_

Business Name: \_\_\_\_\_

Business address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registration Holder full name: \_\_\_\_\_

Texas Driver License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home or cell Phone # \_\_\_\_\_

Home Address (if different from above): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code: \_\_\_\_\_

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**Each registration holder must fully disclose whether the applicant has:**

Yes      NO

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Entered a plea of guilty or nolo contendere (no contest) to any felony charge or a misdemeanor involving moral turpitude;   |
| _____ | _____ | Been convicted of a felony or a misdemeanor involving moral turpitude and the time for appeal has elapsed or the conviction has been affirmed on appeal;  |
| _____ | _____ | Entered a plea of guilty or nolo contendere (no contest) or been convicted of a felony or misdemeanor arising out of a violation of the building code or local amendments thereto in the state of Texas whether or not said violation involves moral turpitude;_  |
| _____ | _____ | Has lost or is suspended from home improvement or home builder privileges in any jurisdiction in Texas. Full disclosure includes an interest in or ownership of any entity engaged in the business of new home construction or making home improvements that has lost or been suspended from home improvement or home builder privileges. |

**Any answer in the affirmative will be referred to the Chief Building Inspector for further review. A failure to disclose shall be sufficient grounds under Section 6-631 of the City Code subsection R115.3 (b) to deny the application.**

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\_\_\_\_\_  
Applicant's signature

Subscribed and sworn to before me, a notary public, in and for said county and state,

this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public Signature

**CITY OF SAN ANTONIO  
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**REQUEST FOR INFORMATION FORM**

**TO:** Chief of Police

**FROM:** Director of Development Services

**SUBJECT:** Request for Information

**THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT REQUESTS CONVICTION  
DATA IF ANY ON:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Birth date: \_\_\_\_\_

(an applicant for a residential building contractor registration.)

Roderick Sanchez  
Director  
Planning and Development Services Department

I hereby authorize the City of San Antonio to seek information from the San Antonio Police Department under my name if any, on any conviction(s) of a felony or a misdemeanor involving moral turpitude with regard to my application submitted for a residential building contractor registration pursuant to Section 6-631 of the City Code subsection R115.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

right  
thumb  
print

Public Safety Headquarters  
Identification/latent prints  
315 S. Santa Rosa d  
San Antonio, Texas 78207  
(210) 207-7605